

Complete and return by: **March 1, 2003**

Mail to: **Thomas Michaud**

The Maine Bureau of Insurance

34 State House Station

Augusta, ME 04330-0034

**MAINE BUREAU OF INSURANCE
SELF-INSURER 2002 ANNUAL PAYROLL REPORT**

1. Name of Self-insurer: _____ SIC# _____

2. Prepared by: _____

(Type or print name) (Title) (Date)

(Signature) (Telephone number) (FAX number)

3. Plan termination date, if applicable: _____.

4. Check one: a. _____ Estimated Payroll (Attach explanation)

b. _____ Actual Payroll

5. Experience Modification Factor _____ Experience Period _____ to _____
m/d/y m/d/y

(6)	(7)	(8)	(9)	(10)	(11)
Workers' Comp Classification	Workers' Comp Code	# of Employees in Classification	2002 Gross Payroll	2002 Payroll Modifications	Payroll for Workers' Comp
Subtotals/page 1					

2002 STANDARD PREMIUM (PAYROLL)
(Additional space if needed)

(6)	(7)	(8)	(9)	(10)	(11)
Workers' Comp Classification	Workers' Comp Code	# of Employees in Classification	2002 Gross Payroll	2002 Payroll Modifications	Payroll for Workers' Comp
Subtotals page 2					
GRAND TOTAL					

MAINE BUREAU OF INSURANCE
PAYROLL REPORT INSTRUCTION SHEET

Per Title 24-A § 237, sub-§2 all self-insurers are required to file with the Bureau of Insurance a report specifying the annual standard premium that would have been paid during the previous calendar year.

This form facilitates the reporting of payroll data by employment classification so annual standard premium can be calculated by the Bureau.

1. Type in the name of the individual or group self-insurer and its four-digit Standard Industrial Classification code.
2. Type in the name of the person preparing the report, title, date, telephone number, FAX phone number and have the preparer sign the form.
3. If the self-insurance plan ended in 2002 provide the effective date the self-insurance plan terminated.
4. Check the appropriate box indicating whether the data that is being provided is based upon the actual payroll for calendar year 2002 or upon an estimated payroll basis. All self-insurers with non-calendar fund years should attach a narrative explanation of how payroll is estimated.
5. Maine statute requires all self-insurers to develop an experience rating factor. The experience modification means the intrastate experience rating factor calculated in accordance with the rules of the National Council of Compensation Insurance. For group self-insurers the experience rating procedure is that which has been approved by the Superintendent of Insurance. If no rating has been developed for you, write "none." Group self-insurers should calculate an aggregate experience rating factor for the entire group.
6. Write in the Workers' Compensation Classification name. The classification system should be that used by the National Council on Compensation Insurance. These are the same codes that are used by commercial insurers.
7. Write in the Workers' Compensation Classification Code Number. The code should be that used by the National Council on Compensation Insurance.
8. Write in the total number of employees in each classification. Self-insured groups that do not require an employee count with the payroll data reports of participating employers should mark this column N/A (not available).
9. In Column 7, write in the gross payroll for each classification.
10. The basis for computing workers' compensation premium is remuneration, which means all salary, wages and bonuses. However, there are some exceptions or so called modifications (reductions) of payroll regarding overtime paid and the salaries of executive officers that can and should be made pursuant to the rules of the National Council on Compensation Insurance.
11. This amount is column 9 minus column 10. If columns 9 and 10 have not been completed, write in your net calendar year 2002 payroll calculations.
12. Write in the totals for column 8, column 9, column 10 and column 11.
13. Use page 2 if more space is needed.